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Personnel Officer

28 November 1950

Security Officer, CIA

Increases in Research Branch and Physical Security Branch

1. I attach the necessary data on increases which are needed in subject branches in order to (a) maintain necessary security of covert operations, and (b) in order to maintain minimum physical security protection of the personnel and installations of this Agency.
2. My justification is that these increases are essential to the security responsibilities given to me by the Executive.
3. Your continued excellent cooperation in effecting these changes immediately will be greatly appreciated. Further, request your permission to recruit against these slots pending publication of revised T/O.
4. I am forwarding a copy of this memorandum to the Assistant to the Executive for analysis and will ask him to assist in setting up the necessary positions.

/s/

SHEFFIELD EDWARDS  
Colonel, GSC

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Additional T/O strength or changes are recommended as follows:

Special Security Division

Research Branch

Headquarters Review Officer  
Chief Clerk

1 - GS-11  
1 - GS-7

25X1A

Investigator

4 - GS-12  
" - GS-11  
" - GS-5  
" - GS-4

Clerk-Steno

Investigator

2 - GS-12  
" - GS-11  
" - GS-5  
" - GS-4

Clerk-Steno

Investigator  
Clerk-Steno

2 - GS-11  
1 - GS-5  
1 - GS-4

" "

Security Division

Physical Security Branch

Special Duty Security Officer  
Safe Technician (Locksmith)  
Clerk  
Clerk-Steno

4 - GS-12  
1 - GPO-6  
1 - GS-5  
2 - GS-4

OMIT - Special Assistant

1 - GS-7

Audit Division

Auditor (Property  
Auditor  
Auditor  
Secretary

1 - GS-13  
1 - GS-12  
1 - GS-11  
1 - GS-4

(see attached sheet.)

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